

*This Self-assessment Report should be returned to the Social Welfare Department through the Service Performance Management Information System by 31 October 2022*

**Remuneration Packages for Staff in the Top Three Tiers  
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

**Self-assessment Report for the Reporting Year of 2021-22**

The Government has promulgated a set of guidelines concerning the effective control and monitoring of the structure, ranking and remuneration for the top three tiers executives in subvented bodies, and set out the arrangements for the public disclosure of such information. As stated in paragraph 4.16 of the Lump Sum Grant Manual, “to ensure proper use of public funds, NGOs are required to return their Self-assessment Report (SAR) on Remuneration Packages for Staff in the Top Three Tiers by 31 October of the financial year.” For the avoidance of doubt, all NGOs are required to submit the SARs regardless of whether they are exempt from submitting the Review Reports.

*[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2022.]*

**Name of NGO (code):** \_\_\_\_\_ ( )

1. The average recurrent subventions<sup>(Note 1)</sup> which this organisation received from SWD during the past four years from 2017-18 to 2020-21 (excluding the reporting year) amount to \$\_\_\_\_\_ [auto-filled] which represents \_\_\_ % [auto-filled] of this organisation’s average operating income pertaining to welfare services/programmes<sup>(Note 3)</sup> within the same period. The details are listed as follows -

Year <sup>(Note 2)</sup> (the four years before the reporting year)	Recurrent Subventions Received from SWD (round up to the nearest dollar) \$	Operating Income Pertaining to Welfare Services/Programmes <sup>(Note 3)</sup> (round up to the nearest dollar) \$
2017-18	(a)	(aa)
2018-19	(b)	(bb)
2019-20	(c)	(cc)
2020-21	(d)	(dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	[auto-filled] (e)	[auto-filled] (f)
Average annual recurrent subventions / Average annual operating income [ (e) / (f) × 100% ] = (g)		% (g)

2. I confirm that the following condition applies to this organisation -

<b>Submission of Review Report</b>	
<i>(Please select as appropriate.)</i>	
<input type="checkbox"/>	This organisation is required to conduct an annual review of staff in the top three tiers and submit the Review Report in accordance with the Lump Sum Grant Manual.

<input type="checkbox"/>	This organisation is not required to conduct an annual review but the Review Report is voluntarily submitted to enhance public accountability and promote the public's understanding of this organisation's financial position.
<input type="checkbox"/>	This organisation is exempt from the requirement of submitting the Review Report.

Contact Person : \_\_\_\_\_  
 Post Title : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_

Signature of Chairperson : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_  
 Date : \_\_\_\_\_

Submission in SPMIS Only

## Explanatory Notes

### **Calculation of the Income Threshold**

Recurrent subventions provided by SWD  
to the NGO (e)

Operating income of the NGO  
pertaining to welfare services/programmes  
(within the policy purview of SWD) (f)

× 100% = (g)

### **List of all types of payment to be included and excluded in the calculation of the 50% income threshold for the Reporting Year of 2021-22**

1. **Recurrent subventions provided by SWD** refer to all payments from SWD to a subvented NGO for services / programmes within the welfare purview **including** -
  - ✓ **Recurrent subventions** under the Lump Sum Grant / conventional subvention mode;
  - ✓ Central Items, Rent and Rates Subvention, Subsidy under the Child Care Centres Subsidy Scheme;
  - ✓ Contract sum of contract services, e.g. Contract Homes and Nursing Home Place Purchase Scheme;but **excluding** the following marked with an “x” -
  - × **Non-recurrent subvention** (such as matching grants, one-off funding for supporting a particular activity [e.g. Lotteries Fund, Social Welfare Development Fund, etc.]);
  - × **Capital works subvention** (such as financial assistance for construction and renovation projects);
  - × **Capital non-works subvention** (such as funding for computer system development); and
  - × **Service fees** from the Lotteries Fund to service operators of the Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly.
2. For a subvented NGO receiving SWD’s subvention for less than four years before the reporting year, reference should be made to all of the preceding years concerned.
3. **Operating income of the NGO** should take into account only the portion of income pertaining to services / programmes **under welfare purview**. It **includes** the following –
  - ✓ **Recurrent subventions** provided by SWD to NGOs for services / programmes within the welfare purview as mentioned at Note 1 above;
  - ✓ **Fees and charges** collected by the NGO for services / programmes within welfare purview, including self-financing services; Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly (excluding the seed money for purchasing capital items); and contract services such as Contract Homes and Nursing Home Place Purchase Scheme;
  - ✓ **Designated / non-designated donations / sponsorships<sup>#</sup>** received by an NGO and **spent** on services / programmes within welfare purview;
  - ✓ **Investment / interest income** of the NGO **spent** on services / programmes within welfare purview; and
  - ✓ **Rental and / or other recurrent incomes** of the NGO **spent** on services / programmes within welfare purview;

but **excluding** the following marked with an “ x ” -

- × **Capital and / or non-recurrent subventions;**
- × **Donations / sponsorships for capital projects**, e.g. construction, renovation, purchasing furniture and equipment, Social Welfare Development Fund for the purpose of staff training (scope A), business system upgrading (scope B) and service studies (scope C);
- × **Direct cash assistance or benefits in kind to service users.**

# **Designated / non-designated donations / sponsorships** received by the NGO and **spent** on **services / programmes under welfare purview** may include the following examples –

- ◇ Lotteries Fund;
- ◇ Community Care Fund;
- ◇ Child Development Fund;
- ◇ Enhancing Employment of People with Disabilities through Small Enterprise Project;
- ◇ Partnership Fund for the Disadvantaged;
- ◇ Hong Kong Paralympians Fund;
- ◇ Beat Drugs Fund;
- ◇ Community Inclusion Investment Fund;
- ◇ Enhancing Self-Reliance Through District Partnership Programme;
- ◇ The Hong Kong Jockey Club Charities Trust;
- ◇ The Community Chest; and
- ◇ Funds provided by District Councils.

- END -

*This Review Report should be returned to the Social Welfare Department through the Service Performance Management Information System by 31 October 2022*

**Remuneration Packages for Staff in the Top Three Tiers  
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

**Review Report for the Reporting Year of 2021-22**

According to the Lump Sum Grant Manual, NGOs receiving recurrent subventions of not less than \$10 million a year and such amount exceeds 50% of their operating income pertaining to services / programmes within the welfare purview are required to submit the “Review Report on Remuneration Packages for Staff in the Top Three Tiers” (Review Report), and regularly review the number, rank and remuneration packages of their senior executives in the top three tiers.

NGOs currently exempted from completing and disclosing their Review Report are encouraged to consider making public the remuneration information of such staff in order to enhance their public accountability and promote the public’s understanding of NGOs’ financial position.

In cases where the top three-tier positions of the NGO (or of a particular division, e.g. social service of the NGO, where appropriate) are funded entirely by the NGO’s income from sources other than the Government, other senior staff of the NGO (or of its particular division) occupying the subsequent three-tier positions may be covered subject to the NGO’s particular circumstances such as its organisational structure.

*[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2022.]*

**Name of NGO (code) :** \_\_\_\_\_ (      )

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2021-22 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2021-22 for which **Part (B)** is completed

**Part (A): Remuneration Packages for Staff Serving the Second or Further Contract (Note 1)**

Information of staff in the top three tiers serving the second or further contract. (Note 2)

**(1) Staff of First Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post or rank (Note 5) [*Please add row if necessary*] (i)

(ii)

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6) [*Please add row if necessary*] #optional field

(i) [Post or rank]		month(s)
(ii) [Post or rank]		month(s)
(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) [1(d) should be equal to or greater than 1(e)]		\$
(e) Total annual staff costs (Note 7) under SWD subventions [1(e)=1(f)(i)+(ii)+(iii)+(iv)]		[auto-filled] \$
(f) Breakdown of (1)(e) under SWD subventions		
(i) Salary (Note 8)		\$
(ii) Provident fund		\$
(iii) Cash allowance (Note 9) (please specify, if any: _____ )		\$
(iv) Non-cash based benefits (Note 10) (please specify, if any: _____ )		\$
(g) Comparable rank in civil service as assessed by SWD (Note 11)		[auto-filled]
Remarks by NGO, if any:		

<b>(2) Staff of Second Tier (Note 3)</b>		
(a) Number of post (Note 4)		
(b) Post or rank (Note 5) [Please add row if necessary]	(i)	
	(ii)	
(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6) [Please add row if necessary] #optional field		
(i) [Post or rank]		month(s)
(ii) [Post or rank]		month(s)
(d) Total annual staff costs (Note 7) (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$
(e) Total annual staff costs (Note 7) under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		[auto-filled] \$



\_\_\_\_\_ )

(g) Comparable rank in civil service as assessed by SWD (Note 11) [auto-filled]

Remarks by NGO, if any:

**Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)**

Information of staff in the top three tiers serving the first contract. (Note 2)

Please skip this part if there is no staff member serving his/her first contract in 2021-22.

**(1) Staff of First Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post or rank (Note 5) *[Please add row if necessary]*

(i)

(ii)

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)  
*[Please add row if necessary] #optional field*

(i) [Post or rank] month(s)

(ii) [Post or rank] month(s)

(d) Total annual staff costs (Note 7) (including those not under SWD subventions, if applicable)  
*[1(d) should be equal to or greater than 1(e)]* \$

(e) Total annual staff costs (Note 7) under SWD subventions [auto-filled]  
*[1(e)=1(f)(i)+(ii)+(iii)+(iv)]* \$

(f) Breakdown of (1)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify, if any: \_\_\_\_\_) \$

(iv) Non-cash based benefits (Note 10) (please specify, if any: \_\_\_\_\_) \$

(g) Comparable rank in civil service as assessed by SWD (Note 11) [auto-filled]

Remarks by NGO, if any:

**(2) Staff of Second Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post or rank (Note 5)

[Please add row if necessary]

(i)

(ii)

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

(i) [Post or rank]

month(s)

(ii) [Post or rank]

month(s)

(d) Total annual staff costs (Note 7) (including those not under SWD subventions, if applicable)

[2(d) should be equal to or greater than 2(e)]

\$

(e) Total annual staff costs (Note 7) under SWD subventions

[2(e)=2(f)(i)+(ii)+(iii)+(iv)]

[auto-filled]

\$

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8)

\$

(ii) Provident fund

\$

(iii) Cash allowance (Note 9) (please specify, if any:

\_\_\_\_\_ )

\$

(iv) Non-cash based benefits (Note 10) (please specify, if any:

\_\_\_\_\_ )

\$

(g) Comparable rank in civil service as assessed by SWD (Note 11)

[auto-filled]

Remarks by NGO, if any:

**(3) Staff of Third Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post or rank (Note 5) [Please add row if necessary]

(i)

		(ii)
(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6) [Please add row if necessary] #optional field		
(i) [Post or rank]		month(s)
(ii) [Post or rank]		month(s)
(d) Total annual staff costs (Note 7) (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]	\$	
(e) Total annual staff costs (Note 7) under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]	\$	[auto-filled]
(f) Breakdown of (3)(e) under SWD subventions		
(i) Salary (Note 8)	\$	
(ii) Provident fund	\$	
(iii) Cash allowance (Note 9) (please specify, if any: _____ )	\$	
(iv) Non-cash based benefits (Note 10) (please specify, if any: _____ )	\$	
(g) Comparable rank in civil service as assessed by SWD (Note 11)		[auto-filled]
Remarks by NGO, if any:		

**Part (C) Review for changes (Note 12)**

	<u>2020-21</u> (the year before)	<u>2021-22</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [Part (A)(1)(e)+(2)(e)+(3)(e)+ Part (B)(1)(e)+(2)(e)+(3)(e)]	\$ _____	[auto-filled] \$ _____

(b) Please tick and complete the following as appropriate to state the result of this review -

- The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.

The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below –

Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom, if any).

Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).

Incremental creep (details are given at the bottom, if any).

Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).

Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).

Other circumstances (please provide details in the box below).

Submission in SPMS Only

**Part (D): Public Disclosure of the Review Report (Note 13)**

This organisation \*has disclosed / will disclose (please specify the commencement date: \_\_\_\_\_) the Review Report for 2021-22 (only **Part (A) to (C)**) through one or more of the following means and will make it available to the public upon request -

<b>Means of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to the website of this organisation The relevant hyperlink is: _____
<input type="checkbox"/>	Reporting the information in the Annual Report of this organisation
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or other means (please enclose the copy/copies for reference)

**Part (E): Public Disclosure of the Review Report on the SWD's Website**

This organisation has opted for the following arrangement:

*(Please tick as appropriate.)*

- SWD posts a copy of **Part (A) to (C)** of the Review Report on the SWD's website
- Part (A) to (C)** of the Review Report will be uploaded to the website of this organisation through the relevant hyperlink as provided at Part (D) above

**Part (F): Declaration by Chairperson**

I declare that the information as provided in Parts (A) to (E) is correct.

Contact Person : \_\_\_\_\_ Signature of Chairperson : \_\_\_\_\_  
Title : \_\_\_\_\_ Name : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_ Date : \_\_\_\_\_

**Notes for Completing the Review Report on  
Remuneration Packages for Staff in the Top Three Tiers  
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

- (1) For Part (A), please input information of both serving and departed staff but exclude those staff serving their first contract, i.e. staff newly employed by the NGO in the reporting year. The information on staff newly employed by the NGO serving their first contract in the reporting year should be separately entered in Part (B) of the Review Report. For staff having internal promotion or transfer that brings about change in tier within the reporting year, please input the relevant remuneration information in the respective tier accordingly. For example, if a third-tier staff was promoted to a second-tier post with effect from 1 July 2021, the remuneration for the period from April to June 2021 should be reported under the third tier while the remuneration for the period from July 2021 to March 2022 should be reported under the second tier.
- (2) All monetary figures should be rounded up to the nearest dollar.
- (3) The first-tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the second-tier staff as senior staff directly responsible to the executive head of the NGO, and the third-tier staff as senior staff directly responsible to the second-tier staff. Only staff members whose remunerations are partly or fully covered by SWD subventions should be included.
- (4) Number of posts refers to posts occupied by remunerated staff during the reporting period. Vacant posts should not be counted where there are no expenditure on staff remunerations for the whole reporting year. Fractional posts should be indicated with figures up to two decimal places.
- (5) Please list all post(s) or rank(s) (e.g. Chief Executive Officer, Social Work Officer) if there are more than one staff member in a tier.
- (6) Please round up the number of month to 0.5 month.
- (7) “Total annual staff costs” refer to the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March in the reporting year).
- (8) Salary refers to the annual expenditure on annual salary of the respective staff for the whole reporting year.
- (9) Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc. Please specify the type of allowance in bracket.
- (10) Non-cash based benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffeur, professional indemnity insurance, etc. Please specify the type of non-cash based benefits in bracket.

(11) In evaluating the appropriateness of remuneration packages that have comparable civil service ranks, the SWD compares the average total cost of the remuneration for a tier of staff with that of civil servants at comparable ranks with reference to the annual average staff cost (including basic salaries, fringe benefits such as retirement benefits, contract gratuities, housing benefits, education allowance, medical and dental benefits, etc.) but not job-related allowances (e.g. overtime, acting, hardship and shift duty allowances) as indicated in the Staff Cost Ready Reckoner or the relevant recruitment benchmarks (currently Recruitment Benchmarks) compiled annually by the Government. In this Review Report, the annual average staff cost under SWD subvention is taken for comparison with that of civil service at comparable ranks of the social work officer grade in SWD. The comparable ranks are listed below -

- ✧ Assistant Director of Social Welfare or above;
- ✧ between Assistant Director of Social Welfare and Principal Social Work Officer;
- ✧ between Principal Social Work Officer and Chief Social Work Officer;
- ✧ between Chief Social Work Officer and Senior Social Work Officer;
- ✧ between Senior Social Work Officer and Social Work Officer;
- ✧ between Social Work Officer and Assistant Social Work Officer; or
- ✧ Assistant Social Work Officer or below.

It should be noted that the above-mentioned comparable ranks are assessed based on the subventions received by the NGO from SWD which may constitute only part of the income of an NGO in a year.

(12) For Part (C), changes in remuneration amount may include significant upward / downward changes at 10% or more in total annual staff costs under SWD subventions as compared with the last reporting year, and / or changes in the remuneration components.

(13) For public disclosure of the Review Report, only information in Part (A) to (C) will be disclosed.

- END -